Lewiston – Altura High School

2025-26 Student / Parent Handbook

Approved 8/11/2025 at ISD 857 school board meeting

Dear Students & Parents/Guardians,

Welcome to the 2025-26 school year. Students at Lewiston-Altura High School have many opportunities to engage in a variety of academic contents, work towards career pathways, and earn college credits while in high school. Students also have the ability to develop additional skills and friendships through participation in extra-curricular and social activities during their time at high school. We highly encourage students to take advantage of these opportunities. Students find more joy and take more pride in their education when they are involved in activities during their high school experience.

This handbook has been prepared as a guide for students, teachers, and parents. Included are the procedures and links to policies necessary for our school to function effectively. It is everyone's responsibility to know the rules, procedures, and policies contained in this handbook. By working together, we can make this a successful year for all of our students.

Sincerely,

Dr. Cory Hanson
High School Principal
507-522-3232
chanson@lewalt.k12.mn.us

Ryan Eppen
Dean of Students/Activities Director
507-522-3295
reppen@lewalt.k12.mn.us

LEWISTON-ALTURA PUBLIC SCHOOLS

Vision Statement: Growing A Respectful Community of Learners

Mission Statement:
To educate a Caring, Adaptable, Respectful, Determined, Successful community of learners

ONLINE HANDBOOK

A full version of this handbook can be found online at: www.lewalt.k12.mn.us

Parents/eligible students who believe their rights have been violated may file a complaint with:

- Family Policy Compliance Office
- 400 Maryland Avenue SW
- Washington, DC 20202-4605

NOTICE: Many items contained in this handbook are subject to copyright by the Minnesota School Boards Association. Please do not copy or distribute without prior permission.

I. General Information

ADDRESS AND IMPORTANT CONTACT INFORMATION

The high school strives to maintain positive communication with its families. We regularly email, post Facebook messages, update the website, and call parents with school information. School information, notices of events and activities, forms, and additional communications are available on our website or through contacting the Lewiston-Altura High School office.

The Lewiston-Altura High School staff members highly encourage students and their parents to maintain strong communication with teachers and school officials. As questions and/or issues arise, students and parents are highly encouraged to call, email, or visit their teachers and/or school administrators.

Contact Us At:

ADDRESS
Lewiston-Altura High School
100 Co. Rd 25
Lewiston, Minnesota 55952

Office Staff – Shelly Pringle and Amanda Koelln
507-523-2191 ext. 2

Attendance Line
507-523-2191, ext. 2

Fax Number
507-523-3460

Website Address
www.lewalt.k12.mn.us

Staff Directory and Contact Information – Please call the high school office if you would like to speak to a staff member directly via telephone or leave them a message with contact information to return your call.

Lewiston-Altura High School Teaching Staff		
NAME	**Job Assignment**	**EMAIL**
Acord, Luke	7-12 Technology/Industrial Education	lacord@lewalt.k12.mn.us
Berndt, Sarah	6-12 Spanish	sberndt@lewalt.k12.mn.us
Brennan, Emily	6-12 Science	ebrennan@lewalt.k12.mn.us
Caron, Meagan	6-12 English	mcaron@lewalt.k12.mn.us
Clegg, Jessica	7-12 English	jclegg@lewalt.k12.mn.us
Czaplewski, Shannon	6-12 Special Education	sczaplew@lewalt.k12.mn.us
Hamilton, Brian	6-12 Band	bhamilton@lewalt.k12.mn.us
Hornberg, Kinsey	6-12 Special Education	khornber@lewalt.k12.mn.us
Kelly, Amy	6-12 PE/Health/DAPE	akelly@lewalt.k12.mn.us
Manley, Sharon	6-12 Media	smanley@lewalt.k12.mn.us
McDermott, Sheila	6-12 English	smcdermott@lewalt.k12.mn.us
Moe, Kimberly	6-12 Art	kmoe@lewalt.k12.mn.us
Nusbaum, Laura	6-12 Math	lnusbaum@lewalt.k12.mn.us
O'Laughlin, Amy	K-12 Speech and Language	aolaughlin@lewalt.k12.mn.us
Olson, Brent	6-8 Math	bolson@lewalt.k12.mn.us
Ostrander, Lori	6-8 Title One	lostrand@lewalt.k12.mn.us
Pedersen, Samuel	6-12 PE/Health	spedersen@lewalt.k12.mn.us
Ruppert, Maranda	Social Worker	mruppert@lewalt.k12.mn.us
Scheck, Ethan	6-12 Social Studies	escheck@lewalt.k12.mn.us
Scheck, Kayleen	6th Grade	kscheck@lewalt.k12.mn.us
Sikkink, Connie	7-12 Math	csikkink@lewalt.k12.mn.us
Starks, Mari Jo	English Learners	mstarks@lewalt.k12.mn.us
Starks, Theresa	6-12 Special Education	tstarks@lewalt.k12.mn.us
Steele, Carly	7-12 Science	csteele@lewalt.k12.mn.us
Stoppelmoor, Kaleb	7-12 Ag	kstoppelmoor@lewalt.k12.mn.us
VanderPlas, Michael	6-12 Social Studies	mvanderp@lewalt.k12.mn.us
Vix, Zachary	6-12 Special Education	zvix@lewalt.k12.mn.us
Wilmes, Matthew	6-12 Choir	mwilmes@lewalt.k12.mn.us

II. Schedules and Academics

DAILY SCHOOL SCHEDULE

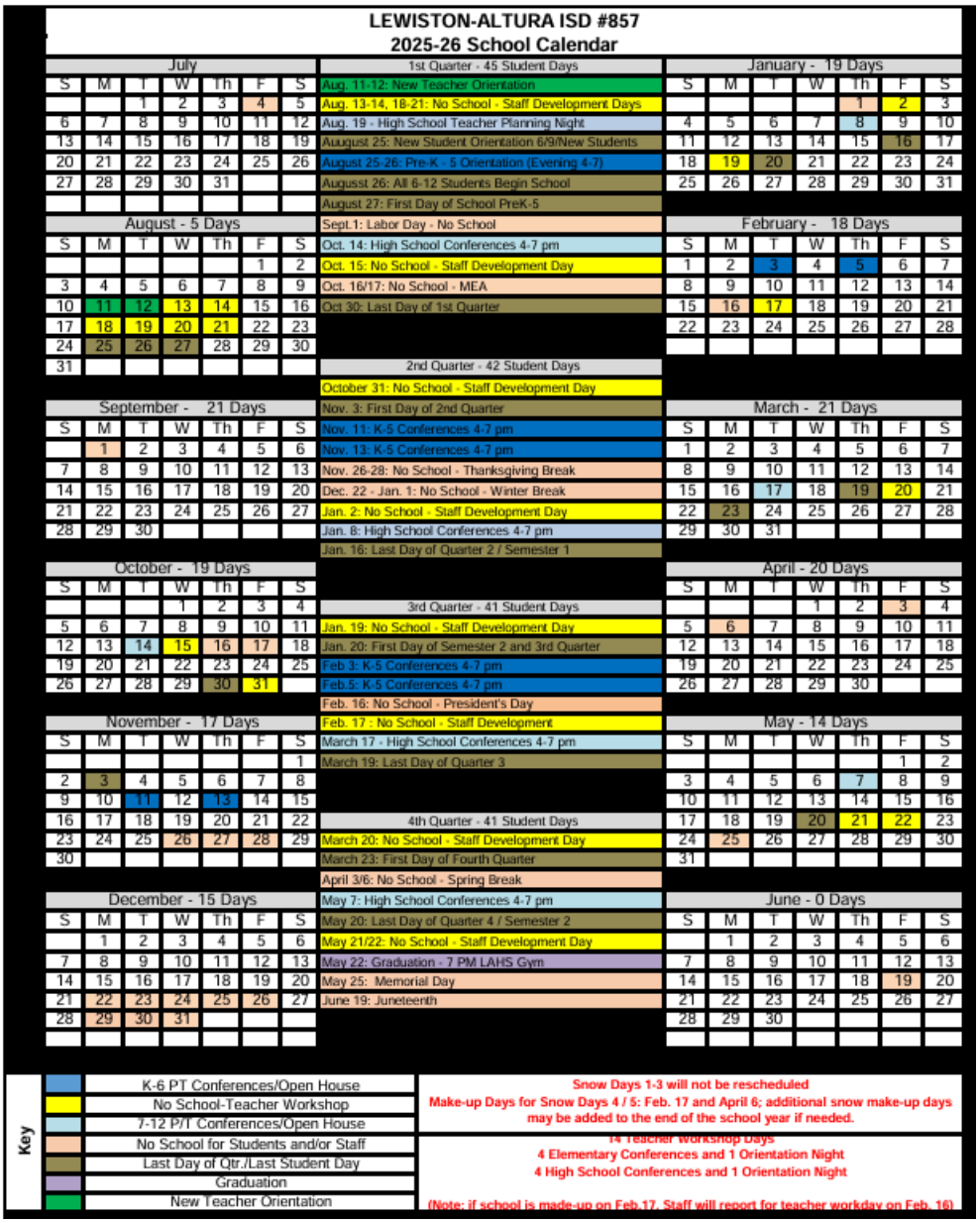
LAHS runs two daily schedules, one to accommodate our Middle School Program for students in 6th through 8th grades and the other to accommodate students in grades 9-12; please note that students in grades 6/7/8 have math and reading combined across three periods. Students will be notified of changes to schedules through homeroom and announcements for pep fests or upcoming events through email.

LEWISTON-ALTURA HIGH SCHOOL DAILY SCHEDULE						
6th, 7th and 8th Grades				9th through 12th Grades		
PERIOD	TIME	LENGTH		PERIOD	TIME	LENGTH
1	8:04-8:51	47 Minutes		1	8:04-8:51	47 Minutes
2	8:55-9:42	47 Minutes		2	8:55-9:42	47 Minutes
3	9:46-10:33	47 Minutes		3	9:46-10:33	47 Minutes
4 (Homeroom)	10:37-11:04	27 Minutes		4 (Homeroom)	10:37-11:04	27 Minutes
1st Lunch	11:04-11:34	30 Minutes	2nd Lunch	5	11:08-11:55	47 Minutes
				Lunch	11:55-12:25	30 Minutes
5	11:38-12:25	47 Minutes		6	12:29-1:16	40 Minutes
6	12:29-1:16	47 Minutes	3rd Lunch	5	11:08-11:55	47 Minutes
				6	11:59-12:46	47 Minutes
				Lunch	12:46-1:16	30 Minutes
7	1:20-2:07	47 Minutes		7	1:20-2:07	47 Minutes
8	2:11-3:00	49 Minutes		8	2:11-3:00	49 Minutes

HOMEROOM

All students in grades 6-12 are assigned a homeroom teacher. Homeroom time will typically be related to checking grades, organization, goal-setting, and meeting with teachers, and working on homework. Occasionally, homeroom may focus on college and career readiness, class meetings, brain breaks, or other skill lessons. Students will check-in daily to homeroom for daily for announcements and information from advisors. Students will be marked absent for this period if they do not check in. PSEO students need to let the office know if they will be in the building during homeroom time or they will also be marked absent; PSEO students need to communicate with their advisors about homeroom related items for graduation, voting, etc. Homeroom advisors work with students to set academic and personal goals for the school year. Homeroom time will help students establish a sense of community in the school through the development of homeroom events and by providing opportunities for class and organization meetings, behavior education, and school assemblies.

Lewiston-Altura Yearly Calendar - The school calendar is adopted annually by the school board.



LEWISTON-ALTURA ISD #857
2025-26 School Calendar

July						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August - 5 Days						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September - 21 Days						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October - 19 Days						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November - 17 Days						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December - 15 Days						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1st Quarter - 45 Student Days
Aug. 11-12: New Teacher Orientation
Aug. 13-14, 18-21: No School - Staff Development Days
Aug. 19 - High School Teacher Planning Night
August 25: New Student Orientation 6/9/New Students
August 25-26: Pre-K - 5 Orientation (Evening 4-7)
Augusst 26: All 6-12 Students Begin School
August 27: First Day of School PreK-5
Sept.1: Labor Day - No School
Oct. 14: High School Conferences 4-7 pm
Oct. 15: No School - Staff Development Day
Oct. 16/17: No School - MEA
Oct 30: Last Day of 1st Quarter

2nd Quarter - 42 Student Days
October 31: No School - Staff Development Day
Nov. 3: First Day of 2nd Quarter
Nov. 11: K-5 Conferences 4-7 pm
Nov. 13: K-5 Conferences 4-7 pm
Nov. 26-28: No School - Thanksgiving Break
Dec. 22 - Jan. 1: No School - Winter Break
Jan. 2: No School - Staff Development Day
Jan. 8: High School Conferences 4-7 pm
Jan. 16: Last Day of Quarter 2 / Semester 1

3rd Quarter - 41 Student Days
Jan. 19: No School - Staff Development Day
Jan. 20: First Day of Semester 2 and 3rd Quarter
Feb 3: K-5 Conferences 4-7 pm
Feb.5: K-5 Conferences 4-7 pm
Feb. 16: No School - President's Day
Feb. 17 : No School - Staff Development
March 17 - High School Conferences 4-7 pm
March 19: Last Day of Quarter 3

4th Quarter - 41 Student Days
March 20: No School - Staff Development Day
March 23: First Day of Fourth Quarter
April 3/6: No School - Spring Break
May 7: High School Conferences 4-7 pm
May 20: Last Day of Quarter 4 / Semester 2
May 21/22: No School - Staff Development Day
May 22: Graduation - 7 PM LAHS Gym
May 25: Memorial Day
June 19: Juneteenth

January - 19 Days						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February - 18 Days						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March - 21 Days						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April - 20 Days						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May - 14 Days						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June - 0 Days						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key
- K-6 PT Conferences/Open House
- No School-Teacher Workshop
- 7-12 P/T Conferences/Open House
- No School for Students and/or Staff
- Last Day of Qtr./Last Student Day
- Graduation
- New Teacher Orientation

Snow Days 1-3 will not be rescheduled
Make-up Days for Snow Days 4 / 5: Feb. 17 and April 6; additional snow make-up days may be added to the end of the school year if needed.

14 Teacher Workshop Days
4 Elementary Conferences and 1 Orientation Night
4 High School Conferences and 1 Orientation Night

(Note: if school is made-up on Feb.17, Staff will report for teacher workday on Feb. 16)

Lewiston-Altura Activities Calendar- The activities calendar is the most up-to-date place for information about information for school and facility usage outside of the school day. It is the best location to find information about team travel and away locations and event start times.

Yearly Forms for Parents and Students to Complete

All Students

- Online Registration (JMC Updates)
    - Update Contacts
    - Parent and Student Handbook Signatures
    - Photo Release
    - Technology Use Permission
    - Email Correspondence
- *Technology Insurance Form
- Free and Reduced Lunch Application

As Needed by Families:

- Release of Information (If needed for a non-custodial parent to have permission to access records or call students in to school as absent.)
- Permission to Carry Medication

Arrival and Dismissal Hours

- Doors open at 7:30
- Students not participating in activities should be out of the school by 3:15 each day.
- Students should not stay after school to wait for sporting events that begin at 4 PM or later; they need to go home in between school and events.

SCHOOL CLOSING DUE TO WEATHER

The superintendent or the superintendent's designee will decide whether school will close because of weather. School patrons should listen to the following radio and television stations for closing and weather-related information:
WCCO, KFIL, KAGE, KWEB, KWNO, KTTC-TV, KROC, KMSP (FOX 9)

PLEASE DO NOT CALL AN ADMINISTRATOR, A TEACHER OR A BOARD MEMBER AT HOME, AS THIS MAY TIE UP PHONE LINES WHEN QUICK COMMUNICATION IS NEEDED.

The school district will also use JMC, an automated text/email service to send emergency closing notification to district families. Announcements will be placed on the district website and the Lewiston-Altura Public School Facebook page.

GRADUATION REQUIREMENTS

The following requirements must be met to earn a Lewiston-Altura High School diploma.

1. Meet state testing requirements.
2. Meet Local and State Graduation Requirements:
    - **a.** Class of 2026 – 28 credits
    - **b.** Class of 2027 – 27 credits
    - **c.** Class of 2028 and beyond 26 credits

Course Requirements
Students must take 7 credits of classes each year for 4 years for a total of 28 credits. Some of these classes are REQUIRED classes and some are ELECTIVE classes. Students are required to maintain full-time status throughout their entire time at high school.

Required Classes for the classes of 2026 – 2027 (19 credits)
English (4 credits) Four credits of English classes including English 9, English 10, and English 11. The fourth English credit may be selected from English12 or Concurrent Enrollment Literature/Writing.
Social Studies (4 credits) Four credits of social studies classes including American History I, American History II, World Geography, and Social Studies 12.
Science (3 credits) Three credits of science including Science 9 and Biology, and third science credit in chemistry, physics.
Math (3 credits) Three credits of math courses including Algebra I, Geometry, and one additional credit in Algebra II, Advanced Math, and AP Calculus.
Fine Arts (1 credit) One full credit required in Media Arts, Music, or Visual Arts. All courses offered in the Art and Music departments apply to this requirement. Other Media Arts offerings that can help fulfill this requirement include Broadcast Technology, Graphic Communications, and Yearbook.
Physical Education and Health (2 credits) One half credit of physical education classes including P.E. 9 and half credit of Health 10, and one elective credit in PE or Health.
Career Education (1/2 credit) One half credit of career education.
Career and Technical Education (1.5 credits) (Students must have courses in 2 of the 3 areas:

- **Business**
- **Technology/Industrial Education**
- **Agriculture Education**

Elective Classes (11 credits) Students may choose classes from the curriculum handbook to fulfill the elective credit requirement.

Required Classes for the classes of 2028 and beyond (18 credits)
English (4 credits) Four credits of English classes including English 9, English 10, and English 11. The fourth English credit may be selected from English12 or Concurrent Enrollment Literature/Writing.
Social Studies (4 credits) Four credits of social studies classes including American History I, American History II, World Geography, and Social Studies 12.
Science (3 credits) Three credits of science including Science 9 and Biology, and third science credit in chemistry, physics.
Math (3 credits) Three credits of math courses including Algebra I, Geometry, and one additional credit in Algebra II, Advanced Math, and AP Calculus.
Fine Arts (1 credit) One full credit required in Media Arts, Music, or Visual Arts. All courses offered in the Art and Music departments apply to this requirement. Other Media Arts offerings that can help fulfill this requirement include Broadcast Technology, Graphic Communications, and Yearbook.
Physical Education and Health (1 credits) One half credit of physical education classes including P.E. 9 and half credit of Health 10, and one elective credit in PE or Health.
Personal Finance (1/2 credit) One of personal finance as a junior or senior.
Career and Technical Education (1.5 credits) (Students must have courses in 2 of the 3 areas:

- **Careers**
- **Technology/Industrial Education**
- **Agriculture Education**

Elective Classes (11 credits) Students may choose classes from the curriculum handbook to fulfill the elective credit requirement.

CLASS SCHEDULES and CHANGES

Schedules will be available at orientation or on the first day of school. All students are required to take seven high school credits per year, including PSEO students. PSEO students are awarded 1 high school credit for each 4 college credits taken, meaning that 14 college credits per semester or 28 for the year are needed to be considered fulltime. Students must meet with the counselor or the principal each semester prior to registration to make sure credit requirements and graduation requirements are being met. Students must notify the school district by May 30 of the previous year to be eligible for PSEO the following Fall (1st Semester) or by October 30 to be eligible for Spring (2nd Semester).

At the beginning of each semester, students may edit their course schedules, if there is room in the course. Students **MAY DROP or REPLACE A COURSE** from their schedules during the first 3 days of each semester only if they can replace that course with another appropriate course. The three day drop policy applies to PSEO students as well; a PSEO student has three days after the start of 1st or 2nd semester at the high school to withdraw from or drop a PSEO course without a high school penalty. Students that withdraw from a course after the high school 3 day deadline will receive an F on their high school transcript for a percentage of the course credit, based upon how much of a corresponding high school course is remaining; this will occur even if the university allows the student to take a W on their university transcript. Upon notification of the office or counselor of withdrawal from a PSEO course, the student will be placed into the corresponding number of high school classes needed to be considered fulltime.

Drop Policy Example: If a student drops a 4 credit PSEO class at the beginning of second quarter, they will receive an F for .5 credits and be placed into an additional course during their previously scheduled PSEO time for a block worth .5 credits for that quarter. LAHS has no way of making up that .5 credit that was lost due to the drop at the end of the quarter.

Students may apply for a schedule change at the counseling office. Approvals for schedule changes will be given on the merit of each case individually and WILL NOT BE AUTOMATIC. Schedule changes are limited to available seats in courses, and classes will not be over enrolled for a schedule change.

GUIDANCE AND COUNSELING/SOCIAL WORK

Counseling services are available to all LAHS students. The counselor's office will help connect students with college information and financial aid procedures. The counselor is available to help students with post-secondary applications, academic concerns, and personal or social problems. Drop in or make an appointment to speak with the counselor.

COLLEGE IN THE SCHOOLS

Lewiston-Altura High School offers students multiple ways to potentially earn college credit while in high school. Concurrent enrollment courses are offered at the high school by high school teachers working in conjunction with college professors. Students earn college credit by earning a passing grade in the class. Students that complete a credit recovery contract for a concurrent enrollment course are not eligible for college credit. Advanced Placement (AP) and CLEP courses are available to students as well. In order to earn college credit, students must take an exam at the end of the school year in that subject. Articulated credit programs exist with universities where students are able to enter a college and receive college credit for a similar course; please see the course registration guide for additional details. Students also have the option of Post-Secondary Enrollment Options Program courses. A separate handbook for students interested in pursuing the Post-Secondary Options Program is available from the guidance counselor. Students attend online college courses through a local university or attend traditional on campus courses for credit at both the high school and the university. The deadline for applying for PSEO for anytime during the academic year is May 30th of the previous school year for fall semester and October 30 for spring semester.

GRADING

1. Each quarter student work is graded using one of the following scales:

Traditional Grading Scale						Standards-based Grading Scale				
A	93-100		C-	70-72		A	3.26-4		C-	2-2.16
A-	90-92		D+	67-69		A-	3-3.25		D+	1.76-1.99
B+	87-89		D	63-66		B+	2.84-2.99		D	1.26-1.75
B	83-86		D-	60-62		B	2.67-2.83		D-	1-1.25
B-	80-82		F	0-59		B-	2.5-2.66		F	.99 or less
C+	77-79		Incomplete			C+	2.34-2.49		Incomplete	
C	73-76		Pass			C	2.17-2.33		Pass	

2. Course credits will be awarded at the end of the each quarter for all classes; each period will be worth .25 credits. *Assessments may be a paper, project, presentation or test as determined by the teacher to demonstrate mastery of academic standards.
3. Grades are available through the JMC link on the school web site. Students and parents may access assessment scores and grades using the Internet with a username and password. Contact the high school office to activate this feature. JMC also allows parents to receive alerts based upon grades or missing assignments.
4. If a student receives a grade of I for any quarter, the I signifies that their work for the class is incomplete, and that the student has an opportunity to make up course requirements to obtain a passing grade. **Students will be allowed a maximum of two (2) weeks after the end of a quarter to make up work unless the teacher grants an extension with the approval of the principal.**
5. **Credit Recovery Program –** Students who earn a grade that is close to passing (40-59% or .8-.99 on a 4-point scale) from a quarter or semester course have an opportunity to earn a passing score for the course by agreeing to a credit recovery contract with the teacher. Contracts are usually discussed with about two weeks left in the course. Teachers individually assign contracts to students based upon their need to demonstrate proficiency on specific standards or tasks. Credit recovery is held after school two days per week. Students that are enrolled in credit recovery contracts are required to attend. Credit recovery is available during the school year and during a two-week summer session. Credit recovery is a privilege for students but may be taken away due to disciplinary concerns or non-completion of work. Credit recovery contracts will have a completion timeline with them, not to extend beyond one calendar year.

Personal Skills Grading

As the school district moves towards standards-based grading, we are trying to make sure that grades are reflective of student knowledge. However, it is apparent some students are struggling to succeed academically due to need for further development in the areas self-skills, team skills, and leadership. After working throughout the past year, it has been determined that we will be providing parents information about student development in these areas. Students will not receive credit nor will the grades be transcripted, but parents will receive data on report cards related to personal skill development across classes. The following scale will be used to report personal skill development across the year.

Category	4 – Exceeds Standard	3 – Meets Standard	2 – Approaching Standard	1 – Below Standard
Self Skills	Student Consistently: Attends class on time; Regulates emotions; Remains focused; Is prepared for class; Accepts responsibility for own actions; Sets and achieves goals; Interacts with all honestly.	Student Usually: Attends class on time; Regulates emotions; Remains focused; Is prepared for class; Accepts responsibility for own actions; Sets and achieves goals; Interacts with all honestly.	Student Sometimes: Attends class on time; Regulates emotions; Remains focused; Is prepared for class; Accepts responsibility for own actions; Sets and achieves goals; Interacts with all honestly.	Student Rarely: Attends class on time; Regulates emotions; Remains focused; Is prepared for class; Accepts responsibility for own actions; Sets and achieves goals; Interacts with all honestly.
Team Skills	Student Consistently: Works well with others; Interacts respectfully; Completes assigned group role; Demonstrates compassion and understanding for others.	Student Usually: Works well with others; Interacts respectfully; Completes assigned group role; Demonstrates compassion and understanding for others.	Student Sometimes: Works well with others; Interacts respectfully; Completes assigned group role; Demonstrates compassion and understanding for others.	Student Rarely: Works well with others; Interacts respectfully; Completes assigned group role; Demonstrates compassion and understanding for others.
Leadership Skills	Student Consistently: Communicates in appropriate ways; Uses critical thinking to solve problems; Acts thoughtfully; Completes assigned tasks.	Student Usually: Communicates in appropriate ways; Uses critical thinking to solve problems; Acts thoughtfully; Completes assigned tasks.	Student Sometimes: Communicates in appropriate ways; Uses critical thinking to solve problems; Acts thoughtfully; Completes assigned tasks.	Student Rarely: Communicates in appropriate ways; Uses critical thinking to solve problems; Acts thoughtfully; Completes assigned tasks.

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at https://meetings.boardbook.org/Public/Organization/2341.

Cheating, Plagiarism, and the Use of AI

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline". Using Artificial Intelligence or AI to complete parts up to a whole paper may be considered plagiarism unless how to appropriately use AI is being taught or a teacher explicitly notes that AI may be used. Students caught cheating or plagiarizing on credit recovery contracts may have to retake courses. The school district utilizes the TurnItIn program for AI and plagiarism detection; rates of 25% or greater matching for plagiarism or 30% or greater for AI may result in students not receiving credit for an assignment or having to redo an assignment.

ACADEMIC AWARDS

Honor Rolls

Honor Rolls will be published on the report card after each quarter. To be eligible for the honor roll, a student must be enrolled full-time. Students may qualify for one of three separate levels of honor status. Students enrolled in PSEO coursework will only be eligible for honor roll at the end of each semester after they have submitted their college transcripts to the counseling office.

Straight (A) -3.66 average, no grade lower than A-.
High Honor Roll - 3.50 average, no grade lower than B.
Honor Roll - 3.00 average, no grade lower than C-.

These standards are based on a 4-point scale with:

A = 4.0	A- =3.667
B+ = 3.333	B = 3.0
B- = 2.667	C+ = 2.333
C = 2.0	C- = 1.667
D+ = 1.333	D = 1.0
D- = .667	F = 0.

Academic Letters

The purpose of this award is to recognize outstanding academic achievement by students in grades 9-12 during the entire school year. Students who qualify will be awarded a school letter and pin for the first time and a bar each additional time. The following criteria must be met to earn an Academic Letter

1. Grades for all classes will be used to determine eligibility.
2. Abide by school activity rules. Students will become ineligible for an academic letter on the 2nd violation from 7-12 grade of any school activity rule.
3. Students must earn a 3.0 GPA with no grade lower than a C- each quarter for the entire school year.
4. Students in grades 10-12 will be awarded letters at the beginning of the school year based on grades earned in the previous year.
5. Students in grade 12 will also be awarded letters before graduation based on grades earned during quarters 1-3 of the current school year.

Gold Card Recognition Program

Lewiston-Altura High School participates with area schools in an academic recognition program called the gold card program. Students who have quarter grades of either an A or an A- in every course during either the first semester or the second semester qualify for a Gold Card for the next school year. Gold Cards are awarded to Lewiston-Altura students in grades 7-12 at the beginning of the school year based on grades earned from the previous year while enrolled at Lewiston-Altura. Students that were enrolled in a different school during the previous school year are not eligible for the recognition. Gold Cards allow students free admission to sports events at participating schools for the entire school year.

Graduation Honor Students

Students who earn a cumulative high school grade point average of 3.50 will be recognized as graduating with honors at the Honors and Awards Ceremony and in the graduation program.

NATIONAL HONOR SOCIETY

Eligibility Requirements

Students in grades 10–12 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership.

Each chapter is required to publish its qualifications for membership, which is based on the four pillars of NHS:

- **Scholarship**
  Per national guidelines, at a minimum, students must have a cumulative GPA 3.5 on a 4.0 scale.
- **Service**
  This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**
  Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**
  The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record.

Parent and Teacher Conferences

Parent and teacher conferences will be held *quarterly. Conferences run from 4PM to 7 PM in an open format. Student schedules and classroom maps are available at the office. For* more information, contact the building principal.

Parent Right to Know [*]

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

LUNCH PROGRAM

We encourage every family to complete the Free and Reduced Lunch application regardless of income. This application dictates multiple school funding formulas, so we need as much data submitted to the state as possible. Forms are available to apply for free or reduced lunches from any school office and on the district website. If your child is new to the district and has a food allergy, please contact the high school office, so you can speak to the nurse and food service.

2025-26 High School Lunch Prices: (USDA has not released numbers, so these may change!)

6-12 Breakfast	Free
Adult Breakfast	$2.50
6-12 Regular Lunch	Free
Adult Lunch	$4.95

The school operated lunch program is open to serve students meals at a reasonable price. Students may bring a sack lunch. All students will be provided a school lunch regardless of their account balance. However, students with a negative account balance will not be able to purchase items from a la carte. Parents may limit the amount of money a student spends on a la carte within their account or by contacting food service. If a student requests a second breakfast or lunch, a full meal cost is charged. Since fruits and vegetables are unlimited, it is recommended that students wanting additional entrees pay the lower a la carte rate.

To keep our lunchroom and school attractive, clean and orderly the following procedures are used:

1. Students will line up based upon their grade level with the oldest grade lining up first.
2. Leave the tables and floor in a neat condition.
3. Return the dishes, glasses, and silverware to the proper place. Please recycle those items that are able to be recycled, keep food scraps on your tray, and put non-recyclables in the garbage.
4. **Do not take food or drink out of the lunchroom.**

Students finishing lunch are to remain out of those areas of the building where classes are in session unless you have administrative approval. No one should be past the main entrance doors or other restricted areas during their lunch period. Gyms will be open on most days after lunch, but students may not go to the gym without a supervisor.

Leaving the School Grounds at Noon

Students are not to leave the school grounds during the lunch period unless they have permission from the school office.

No one is to be in a car, on a car, drive a car, or ride in a car during the noon hour or any other time during regular school hours without permission from the school administration or their designee.

Fees and Supplies – 2025/26 School Supply List

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students ***are*** expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Charges for extracurricular activities, where a student must pay to participate in an extracurricular activity, are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips are considered supplementary to the district's educational program.

- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.

LOST AND/OR MISSING ITEMS

From time to time, students report lost, missing, or stolen items to the office. **The high school is not responsible for any lost, missing or stolen items. It is recommended that students leave items of value at home. Students are encouraged to use their locker and lock all possessions up in school or gym lockers. Students should not ever leave their lockers unlocked or share their combinations with friends.**

Prior to reporting lost, missing or stolen items, it is recommended that students ask the office to check the Lost and Found.

DAMAGED OR LOST TEXTS

Fines are assessed to students who damage a book based upon the full replacement cost of the book.
New....full value Good...3/4 value Fair...1/2 value Poor...1/4 value

DAMAGED OR LOST TECHNOLOGY

Lewiston-Altura Public School District provides high school (grade 6-12) students with devices to use in our digital learning environment. Similar to textbooks, daily use of devices will cause wear and tear and there will be expected needs for occasional repairs. Students are expected to take care of the device and practice appropriate computer procedures. Intentional damage to devices is not acceptable. Students need to complete a tech ticket upon noticing any technology issue, so that we can prevent minor damage from becoming a major problem.

Students/families are required to pay full repair or replacement costs for **intentional damage to a school device. The student will not be issued a new device for home use until the charge is paid; students will receive a device on loan for use in school until their device is fixed and damages are paid.** Intentional damage includes thrown devices, keys removed from the keyboard, cameras poked out, intentional water damage, etc. The insurance plan does not apply to devices that have been lost, stolen, or intentionally damaged or vandalized. The repair company and our tech department will determine the difference between computer failure, accidental damage, and intentional damage. Parents will receive a copy of technology use form / insurance option at the start of the school year. Insurance does not begin until after fees have been received; the insurance plan covers one instance of computer repair and once the repaired device is returned to the student, there is no longer coverage unless insurance is taken out again.

III. General School Procedures

ANNOUNCEMENTS

Announcements will be made over the public address system during homeroom and at the end of each day. Announcements must be endorsed by an employee of the school system. Parents needing to leave messages with the office need to have the message to the office by 10:55 or 2:50 in order for the messages to reach the student.

TELEPHONE MESSAGES FOR STUDENTS

Students will be called to the telephone by the office only in an extreme emergency. The school phones are for school business. Only in cases of EMERGENCY should it be used by parents to send messages to children. Parents should feel free to call and leave a message for their student at any time, and it will be delivered, or students will be called down to receive the message.

Eighteen-Year-Old Students
The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in the school district policy and this handbook.

ARRIVAL AT AND DEPARTURE FROM THE BUILDINGS

Student activity at arrival and departure should conform to the following:

1. Once students are on or near the school grounds, their conduct is subject to faculty supervision and the rules and regulations of the Lewiston-Altura School.
2. Doors will be opened at 7:15 a.m. and students will not be allowed in school until that time unless specific arrangements are made to be with a teacher, adviser, or coach.
3. Upon arrival at school, students are not allowed to leave the school grounds before school without permission from the high school office.
4. Doors will be locked from 8:04 a.m. to 3:00 p.m. Any student or visitors arriving during the school day will need to be identified and buzzed in by the front office.
5. If a student needs to be excused early from school, a written notice or phone call from a parent or guardian must be received by the office.
6. Students are not to be in the building after 3:15 p.m. unless attending school activities arranged and supervised by teachers or coaches. Anyone else will be asked to leave the building.

Procedures For Leaving and Returning During the School Day
Students are not to leave the school grounds during school hours without the approval of the administration/office. No one is to be in the parking lot during school time without permission from the administration. Students driving to school MUST park in the east school parking lot unless they receive permission from the administration.

If a student must leave the building during the school day, he/she must:

a. Obtain permission from the office and sign out.
b. Upon returning to the building sign in at the office.
c. If your request to leave is for a medical appointment documentation of the appointment should be provided upon return, so the absence can be marked as excused.
d. Check out with the office even if school has not started when you leave.

If a student has to go home for anything during the day, he or she will be permitted to do so, if deemed necessary by an administrator or designee. In case of sickness the parents will be called before the student is released.

PSEO students need to sign-in at the office upon entering the building each day and upon return. PSEO students who stay at the school during a college course block will be supervised in the media center. PSEO students may not stay in a teacher's classroom or in the hallways.

LEAVING AND RETURNING TO CLASS

Students may sign out of a class to use a restroom with the approval of a supervising teacher. **Only one person may be signed out at a time. Sign outs for a drink or to a locker are limited to special circumstances.** Passes may be granted to students wishing to see a specific teacher or for the office. Every pass must be filled out as to destination, date, time and signed by both teachers. No student should be in the hall, other than passing time, without a pass and having signed out.

VISITORS

All visitors to the school need to report to the office upon arrival, and those coming during the school day will need to be identified and state their reason for visiting before being buzzed in by office staff. Visitors will be required to wear an identification badge. Visitors who want to meet with staff members or students need to have administrative permission prior to the visit. Permission may be granted based on the urgency of the need and the effect on the educational operation of the school.

PARKING LOT SAFETY

Students who drive to school may use the east parking lot. The west parking lot is off limits to students unless special permission is granted by the high school principal. Students are expected to drive slowly and cautiously to help provide a safe environment. Students are expected to park only within spaces marked by the yellow/white lines. Students are strongly encouraged to lock their vehicle. For safety and security reasons students are not to be in the student parking lot during the school day without permission from the high school office. The school's Parking Lot and Student Vehicles Policy is included in the policy section of this handbook. Students that do not follow the rules may be restricted from parking on school grounds.

STUDENT ID's

Students are issued a student identification card after picture day. Students may use the card to get into home sporting events at no charge. Each identification card is now required by statute to include Suicide Prevention Information. The card includes:

National Suicide Prevention Lifeline – 1-800-273-8255 or 988
Crisis Text Line – 741741
Winona County Crisis Services – 1-844-274-7472

BULLETIN BOARD USE AND POSTNG INFORMATION

No material of any type may be posted without prior approval of the administration; a signature from an administrator needs to be present on the posting in order for it to remain up.

SECURITY CAMERAS

The school district buildings and grounds are equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. The school uses video cameras to help provide for the safety of students, staff, and property. Video cameras may be used to monitor school entrances, hallways, parking lots, and school outdoor areas. The school may use videotaped information as evidence in any disciplinary action brought against any student, arising out of the student's behavior.

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

INTERNET, CELLPHONE AND TECHNOLOGY USE/MEDIA DEVICES

Electronic media devices such as Cellphones, Tablets, Laptops, I-Pods, MP3 Players, cameras, personal video game systems, etc., when used properly may be useful tools to improve instruction. Because of this, students are allowed to bring these devices to school to be used for instructional use only**. If students choose to bring these items to school, they do so at their own risk and the school accepts no responsibility for any lost or stolen items. Keep valuables in secure locations.**

Student computers will now be Chromebooks that will have Go Guardian classroom level filtering on them. Students who wish to use their own device for school, will be asked to purchase a chromebook and will be required to load TestNav and Go Guardian to the device. PSEO students must use their school issued chromebook for all LAHS classes; during their PSEO time offsite or in the library, they may use a personal device. Teachers may restrict personal device usage during homeroom, especially if student misuses their device during that time.

Students are encouraged to keep their cellphones and airpods in their locked locker. Students that choose to carry cellphones/airpods/headphones with them to classes need to place them in the caddy in the classroom upon entering. Students are not allowed to enter the classroom on a cellphone or use cellphones in class for any reason without teacher permission for class purposes. Cellphones tend to not only distract the student using the phone but other classrooms as

well due to social media and other notifications. Additionally, students shall not record other people (staff, students, etc.) without their knowledge and consent, i.e. – Angel Sense, during the school day or during any school sponsored activity

Students also are prohibited from using a cellphone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cellphone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cellphone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cellphones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Teachers will address and resolve issues as they arise within the classroom. Students referred to the office for violating the Internet & Technology Acceptable Use Policy may be assigned consequences for insubordination according to the school's discipline policy, may have their cellphone and/or electronic device confiscated, and may result in loss of the students' privilege to bring electronic media devices to school.

Cellphone Violations Policy

1. First violation will be a warning by teacher or office.
2. A second violation will result in an office referral. Students will be asked to store their device in their locker for the remainder of the day.
3. Students will receive detention for their third and subsequent cellphone violations and leave their device in the office.
4. Students with four or more violations will have a meeting with administration, parents, and the student to discuss alternatives that may include checking cellphones into the office at the beginning and ending of the school day.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" plan. Each school building has its own building-specific crisis management plan. Students practice crisis management in the forms of the state required fire drills and lockdowns yearly.

The "Crisis Management" plan addresses a range of potential crisis situations in the school district. The school district will be implementing the 'I Love You Guys' programming using the term Hold, Secure, Lockdown, Evacuate, and Shelter for a variety of emergencies. Additional information is available to parents on the I Love You Guys website.

FIRE AND SEVERE WEATHER DRILL PROCEDURES

Fire Drill

1. Close the door after leaving the room.
2. Move quickly, but don't run.
3. Follow instructions provided for each room for evacuation route.
4. Move 100 ft away from the building for your evacuation site.
5. Take attendance and send to the Office staff at the front of the building.
6. Wait for an all clear message.

Tornado Drill

1. Move quickly, but don't run, to the designated area.
2. Those outside should return to the building.
3. Stay away from doors, windows, and 30 feet from entryways.

FUND RAISING
All school sponsored fund-raising projects must have prior approval of the administration. Request forms are available at the high school office. Fund raising requests should be approved at the beginning of the school year as much as possible.

LIBRARY
The library is open for student use from 7:30 a.m. to 11:00 a.m. or when accompanied by an adult. Any materials taken from the library must be properly checked out at the circulation desk. All books may be checked out for three weeks. Students assume responsibility for materials checked out in their name. Do not lend them to others.

SCHOOL SPONSORED DANCES
Students not enrolled at Lewiston-Altura school may attend if they are signed up in the office by an LAHS student prior to the event. One guest per LAHS student is permitted, and the sponsoring student is held responsible. If any student or guest must be asked to leave for drinking, smoking or other unacceptable behavior, they will not be allowed entry to any school dance for the remainder of the year. A minimum of two teachers and two parents are required as chaperones before any dance will be approved by the administration. There are two types of dances: High School for grades (9,10,11,12) and Junior High (6,7,8) dances. Information on date and time of dance will be made available to parents and students per event. Guests must be in the age range with the exception that high school dances allow a guest that has been out less than one year to attend. **An "In you are In, Out you are Out" policy will be enforced. There is no re-entry after leaving the dance.**

IV. Statutory Notices

Pesticide Application
The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the high school office, Dan Buege/Facility Manager.

Lead in School Drinking Water
School water is tested yearly for lead. Results are made public after receipt and made available to the public through the school board meeting. Parents with questions may contact the high school office for information regarding lead sampling, mitigation efforts and remediation.

V. District Policies

Lewiston-Altura High School operates under the direction of Federal Laws, Minnesota State Statute and ISD 857 School Board Policies, as well as Minnesota State High School League recommendations. Administrators and teachers utilize the policies as a guide for making educational decisions related to attendance, curriculum, discipline, etc. The policies cannot govern every situation, and in the event of a situation arising that is not covered under one of these sources of information, the school administration has the ability to make a decision in the best interest the district, school, and student. A complete list of policies can be found on the school district BoardBook page at https://meetings.boardbook.org/Public/Organization/2341. Policies are reviewed by the district Policy Review committee and approved by the school board. Policies do change throughout the school year, so the most updated information can be found on the link above. The following is a list of student-related policies for reference. Additional information will be provided after the list of policies.

School District Policy Cross Reference Table

Accidents 806
Alternative Educational Opportunities 605
Attendance 503
Bullying Prohibited 514
Cellphone 506
Class Assignments 515
Complaints 103
Course Credits Required 604
Crisis Management 806
Discipline 506
Drug-Free School and Workplace 417, 418
Emergency Contact Information 515
Employee Directory 406
Employment Background Checks 404
Equal Access to School Facilities 801
Extended School Year 508
Field Trips 610
Fundraising 511
Gifts to Employees 421
Graduation Requirements 613
Harassment and Violence Prohibited 413
Hazing Prohibited 526
Health Information 420, 516, 518, 530, 806
Homework 506, 612.1
Internet Acceptable Use 524
Interviews of Students by Outside Agencies 519
Nondiscrimination 102, 401, 521, 522, 528
Notification of Violent Students 529
Parking on School District Property 527
Pledge of Allegiance 531
Post-Secondary Enrollment Options 620
Schedule 602
School Activities 510
School Closing Procedures 806
School Calendar 602
Searches 502, 527
Student Dress and Appearance 504
School Meals Policy 534
School Promotion and Retention 513
Student Publications and Materials 505, 512
Student Records 515
Student Surveys 520
Summer School 623
Tobacco-Free Schools 419
Transportation of Public School Students 707, 709, 710
Vandalism 506
Video and Audio Recording 711, 712
Visitors in School District Buildings 903
Weapons Prohibited 501

A. ATTENDANCE

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

Attendance Procedures

All absences require that the parent/guardian contact the school. They should call the school before 9:00 a.m. on the morning of the absence. They need to inform the office of the student's absence, give their permission for the absence, and state the reason for the absence. In special circumstances where the parent/guardian is not able to call the school, the school must receive an explanation of the absence from the parent/guardian within 48 hours of the absence. If an explanation of the absence is not received, it will be considered to be an inexcusable absence. Parents are required to provide reasons for illness; please do not leave a message that a child is sick without providing current symptoms. If no symptoms are provided, it will also be considered unexcused. If the reason provided does not match one of the reasons for excusing absences provided on the next page, the absence will be considered unexcused.

The school reserves the right to request verification information of any absences. All absences after four per quarter will require verification unless previous documentation has been provided.

Responsibilities

Student Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Student Make-up Work

When absences are known about in advance, the student is expected to make arrangements to complete make-up work prior to being absent.

It is the student's responsibility to check with the teachers regarding make-up work.

For excused absences, students will be given the number of days absent plus one to turn in all make-up work and take tests or quizzes after returning from the absence. Work or tests announced prior to a pre-approved absence will be taken on time if the teacher feels it is appropriate. Example: A test was assigned for Friday and the student was pre-approved to miss class on Thursday. The student will take the test if the teacher believes the student is ready.

This may be extended only for extenuating circumstances and with the approval of the teacher and/or Principal.

Students will only be allowed a maximum of two (2) weeks after the end of a quarter to make up work unless the teacher grants an extension with the approval of the Principal.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with

any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, to inform the student's parent or guardian of the student's attendance, and to work cooperatively with students and their parents/guardians to solve attendance problems.

Excused Absences K-12

The following reasons shall be sufficient to constitute excused absences.

1. Student illness
2. Serious illness or death in the student's immediate family
3. Medical or dental treatment
4. Required court appearances
5. Emergency conditions such as fire, storm, flood, etc.
6. Urgent family business
7. Religious holiday/instruction
8. Pre-approved family vacation (one time per year)
9. Pre-approved unique situations
10. College Visits for Juniors/Seniors (no more than two days per year)

******Excessive Excused Absences**

1. When patterns of excessive excused absences are detrimental to the success of a student, district personnel will implement interventions.
2. **A parent/guardian may clear four days per quarter that school is in session. Subsequent clearances for illnesses require verification by a doctor or other valid health care professional, unless otherwise approved by the building principal.**
3. Parents providing documentation of an absence from a healthcare provider or by using the vacation pre-approval process will not have those days included in the four excused days per quarter.
4. All absences over four without verification or without vacation pre-approvals will be counted as unexcused after the fourth absence.

Unexcused Absences / Periods

The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
(3) Work at home.
(4) Work at a business, except under a school-sponsored work release program.
(5) Multiple vacations per school year.
(6) More than two days of college visits.
(7) Any other absence not included under the attendance procedures set out in this policy.

An unexcused absence is an absence for a reason that is not acceptable by this policy for whole or half days. An unexcused period is defined as the absence of greater than five minutes of a period during the day. An unexcused absence from school may result in consequences including, but not limited to: detention, In School Suspension, or Out of School Suspension.

Three unexcused absences may result in the student being identified as a continuing truant and the parent/guardian will be contacted by school officials regarding the students' absences. Seven unexcused absences will mean that the student will

be identified as a habitual truant and school officials will file educational neglect or truancy charges against the parent/guardian and juvenile through Winona County.

Students who are marked unexcused absent for any part of the school day and/or have exceeded their allowable number of absences per quarter from school will be ineligible to participate in activity practice or events, unless an allowable excuse is brought to the office prior to the end of the school day. The office will notify the coach in the event that the player is approved to participate.

Habitual Truancy – K-12

A habitual truant is a student who is absent from attendance at school without lawful excuse for seven school days; if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school. A student who becomes a habitual truant according to Minnesota Statue 260C.007 Subd. 19, may be reported to legal authorities to assure compliance with Minnesota Compulsory Instruction laws using the form included as Appendix B.

Pre-approval Procedures for Family Vacations and Unique Situations – K-12

The school district acknowledges that parents/families cannot always schedule trips and vacations at school breaks. Accordingly, the district will allow families to excuse one vacation per school year not to exceed five total days of school. Students and parents must notify the office of a planned vacation one week prior to the trip in order for it to be considered excused. Students will be directed to complete a vacation form that will be signed and by each teacher and filed with the office. Student days will still count towards the four days per quarter of excused absences. The principal may determine that a student has exceeded an allowable number of pre-approved vacation days.

For unexcused absences, students have a right to obtain the information they have missed from their teacher due to any absence. However, if the absence is unexcused, it is the teacher's discretion whether or not to award full credit for work missed during that absence.

Tardiness

Tardies- "A little late is too late!" If you arrive at school late, you have to report to the office for a pass. You must have a parental note indicating the reason you are late arriving at school. Consequences will be assigned for unexcused tardies.

If you are going to be late to your next class because of a previous class or teacher having detained you, get a pass from the teacher responsible and take it with you.

Teachers are encouraged to address student tardies in their classrooms. Students that have issues with excessive tardies may be referred to administration for assistance. Students referred to the office for excessive tardies in the classroom may be assigned detention or other consequences. Three tardies within a quarter will result in an office referral. For each additional tardy per quarter, the student will serve an office referral. For definitions of attendance refer to policy 503 Student Attendance.

Students are expected to remain in class for the entire class period. If a student needs to leave, they need to let the teacher know and if they are leaving the building, they need to check out at the office. If a student receives a pass to go to a specific destination in the building, they need to return to class before the end of the period. Any students not in class at the end of the class period will be referred to the office for consequences if they have not followed the checkout process.

B. Student Responsibilities

Student Rights

All students have the right to an education and the right to learn.

Lewiston-Altura Public Schools Behavior Management System

Administration, parents, students and faculty of LAPS have designed a school-wide expectation plan.

District Expectation: For all people to treat each other and each other's property with respect, dignity, common sense, and courtesy.

Basic Guidelines of Behavior:

Lewiston-Altura Cardinals Are:

- **Respectful**
- **Responsible**
- **Resourceful**

Student Responsibilities

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
D. To make necessary arrangements for making up work when absent from school;
E. To assist the school staff in maintaining a safe school for all students;
F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
H. To be aware of and comply with federal, state and local laws;
I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
J. To respect and maintain the school's property and the property of others;
K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
M. To conduct themselves in an appropriate physical or verbal manner; and
N. To recognize and respect the rights of others.

Code of Student Conduct

This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

STUDENT DRESS AND APPEARANCE (this is an excerpt from the full district policy)

Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

1. Clothing must be neat and clean, promote the safety and health of the individual and it must not be a distraction to the school environment. Extremes in dress or grooming which jeopardize safety or health, or which disrupt the school will not be allowed. Clothing which promotes alcohol, tobacco, and vulgarities or has a sexual or violent connotation is unacceptable. Bandanas and hats of any kind will not be allowed during the school day unless worn as a part of a school activity. Footwear must be worn at all times. Students will be asked to change, remove or otherwise refrain from unacceptable attire.

2. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, jewelry, or body communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.

3. Any apparel or footwear that would damage school property.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

"Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such a recommendation to the administration for approval.

STUDENT DISCIPLINE

All students are entitled to learn and develop in a setting which promotes respect for self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate in the behavior of their children.

All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

Discipline Policies Explanations

The school-wide discipline plan involves a range of interventions that may or may not be used to address student behavior issues including, but not limited to: conferencing, with the student and/or the student's parents, detention, restitution, learning opportunities, In School Suspension (ISS), and Out of School Suspension (OSS), the involvement of law enforcement and possible expulsion from the school district. The goals of all consequences will be to fit the offense and help the student learn from their mistake. Consequences will vary based on the severity of the behavior and will be progressive based on the history of the student's behavior involved. Consequences for inappropriate behavior will be determined by the principal.

All violations and offenders come under different circumstances. Because of this the principal has the authority to impose the proper consequences for the violation and violator. Consequences for students who commit prohibited acts may range from positive behavioral interventions up to and including referral to law enforcement, suspension and/or expulsion.

In School Suspension & Out of School Suspension

If a student has ISS/OSS, he/she will not participate in any extra-curricular activities on the day it is served. If a student violates ISS rules and does not cooperate, they will be assigned OSS. He/she is out of extra-curricular activities until after the re-entry conference and the student is reinstated in school. Band and choir activities are excluded for curriculum related activities such as concerts and pep bands. MSHSL activities such as competitions, Honor Band, and Honor Choir are included.

Detention Notification
Students will be given one-day advance notice of detention, and they are expected to notify their parents. The parents will receive a written notification and the date detention was assigned. A student will not be excused from detention because of practice, games, work, lack of ride, weightlifting, etc. Students may receive a detention reminder, but not receiving the reminder does not excuse students from detention. Students absent from school the day of their assigned detention will serve their time on the first detention day they return. Prior appointments (doctor, dental, or court), or funerals may be excused, but it must be pre-approved by the principal or dean of students, who will work with the student and parents to determine when an alternate time will be scheduled. Students will be allowed to reschedule one detention per school year.

Students who do not show up for detention, or do not follow the detention room rules and are asked to leave, may have additional hours added to their time. Detention will be held after school, before school, during lunch, or on Saturday depending on the situation.

Reasonable Force
A teacher, school administrator, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes121A.582 and other laws.

HARASSMENT AND VIOLENCE

The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence, based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy.

"Immediately" means as soon as possible but in no event longer than 24 hours.

Hazing Prohibition
Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

Reporting Procedures
Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

In Each School Building. The building principal is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building principal immediately. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building principal immediately. School district personnel who fail to inform the building principal of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

In the District. The School Board hereby designates the Superintendent as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers. The submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment. Use of formal reporting forms is not mandatory. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited. False accusations or reports of violence or harassment against another person are prohibited. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

Investigation
By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

School District Action
Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and applicable school district policies and regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

Retaliation or Reprisal
The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

Right to Alternative Complaint Procedures
These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

SEARCH OF STUDENT LOCKERS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker [*]

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

BULLYING PROHIBITION

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships, including relationships between employees. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment and all employees to perform their duties effectively. The school district cannot monitor the activities of students and employees at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

An act of bullying, by either an individual student, or a group of students, is expressly prohibited on school premises, on school district property or at school functions or activities, or on school transportation. This policy applies not only to students and employees who directly engage in an act of bullying but also to students and employees who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose

conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying. Apparent permission or consent by a student or employee being bullied does not lessen or negate the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. False accusations or reports of bullying against another student are prohibited.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors: 1. The developmental ages and maturity levels of the parties involved; 2. The levels of harm, surrounding circumstances, and nature of the behavior; 3. Past incidences or past or continuing patterns of behavior; 4. The relationship between the parties involved; and 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Reporting Procedure

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its

procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

School District Action

Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker, or a third party designated by the school district.

The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

Retaliation or Reprisal
The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

Training and Education
The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures and standards of conduct, which materials shall also be used to publicize this policy.

The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following: 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct; 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct; 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school; 4. The incidence and nature of cyberbullying; and 5. Internet safety and cyberbullying.

The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

TRANSPORTATION SAFETY POLICY (BUS CONDUCT)
Due to the current Federal mandate, all riders on school buses must be masked including during and outside of school hours. Parents/Guardians and Students will be updated if this regulation changes.

Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- On activities and field trips snacks may be allowed by the supervising staff responsible for enforcing the cleanup and assuring that no trash will be left behind.
- On activity trips students are allowed to call home for rides but not to play games and do text messaging throughout the trip because of the reflections caused in the windows and mirrors.
- Do not sit in the last four seats of the bus unless assigned by the bus driver.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

The consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Consequences for breaking bus and or bus stop rules include:

Verbal warning and reminder of rules by the bus driver and possible detention.

School Bus Incident Report to Parents written by the bus driver. This report outlines the behaviors of the students and the interventions taken by the drivers. The report is given to the school principal and then forwarded to the parents.

Suspension from riding the bus may be imposed if problems persist and or the severity of the student's conduct warrants a suspension. Students may be suspended for longer periods of time, including the remainder of the school year.

STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

Parking a motor vehicle on school property during the school day is a privilege. Students that violate park and motor vehicle use policies may lose the privilege to park in the school lot.

Student Use of Motor Vehicles in School District Locations

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus during the school day only under the following conditions:

1. There is an emergency and permission has been granted to the student by the School Administration to use a motor vehicle.
2. The student is driving to or from a Post Secondary class.
3. The student is involved in an off-campus construction class and has permission to drive.
4. The student is involved in a Services class and has permission to drive.
5. The student is involved in a work experience class and has permission to drive.
6. The student has a medical appointment and has permission to drive.
7. Students are not allowed to drive other non-familial students during the school day.

Student Parking of Motor Vehicles in School District Locations

Parking in a school district location is a privilege not a right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in parking lots designated for use only by staff or by the general public. Students may lose their right to park on school grounds if they are acting in an unsafe manner.

All student vehicles must be registered each year in JMC. When there are unauthorized vehicles parked on school district property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school district property.

Patrols, Inspections, and Searches

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have

been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the building principal.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy. Contact the principal if you have questions or wish to report violations.

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

Health Information

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the weight room hallway and by the choir room. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained school nurse and support staff.

Students who become sick at school should report to their classroom teacher, come to the office, where the nurse will be consulted if available. The nurse or office staff will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse.

STUDENT MEDICATION

It is generally recognized that some students may require medication for chronic or short-term illness or health conditions during school hours. This medication enables students to remain in school and participate in their education. Although the school believes that medication should be given outside of school hours whenever possible; the district will provide administration of medication for any student if the parent/legal guardian is willing to comply with requests for authorization and provision of information. The school district's licensed school nurse or other trained school employee will administer all medications in accordance with law and school district procedures. Self-administration of medication may be allowed if certain conditions are met.

The administration of prescription, complementary, and holistic medication or drugs at school requires a completed signed request from the student's parent and the student's physician or licensed prescriber before the medication will be given. 1. Licensed prescribers include physicians, advanced practice nurses (CNS, NP, CRNA, nurse midwives), Physician's Assistant under the direction of a physician, Dentist, Podiatrist, Osteopath, Psychiatrist.

The administration of over-the-counter medication requires a completed signed request from the student's parent. This form is required to be completed at the beginning of each school year. If the dosing requested by the parent exceeds package recommendations, then a signed request is also required from the student's physician or licensed prescriber.

A "Medication Authorization" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs, this includes discontinuation of a prescription medication.

Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label. Parents or guardians are responsible for their child's supply of medication.

Over the counter medications must be presented in their original container, with the student's name written on it. Baggies or other containers will not be accepted. The school district does not provide any medication for student or staff use.

The school nurse may request further information about the medication, if needed, prior to administration of the substance.

All student medications, prescription and non-prescription, are to be kept and administered with-in the office unless self-administered by the student, assigned to other district staff for administration, subject to exceptions listed in paragraph N 1-5, medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan). All medications, with the exception of approved Self-administered, will be stored securely in the Health Office of each building.

The school must be notified immediately by the parents in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well. I. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP. J. The licensed school nurse, or other designated person, shall be responsible for the filing of the "Medication Authorization" form. The licensed school nurse, or other designated person, shall be responsible for providing a copy of such form or information to the principal and to other personnel designated to administer the medication. Marijuana is not allowed on school property even if prescribed.

Planning for students with conditions that require medication on field trips during the school day will be done prior to the day of the field trip. It is the teacher's and parent/guardian's responsibility to inform the office in advance of a field trip. The teacher or trained school employee may carry and administer the medication on the field trip as necessary, following district procedure.

The Health Office will record and review any identified medication errors. The review of a medication error will be used to identify corrective steps that may need to be implemented to ensure medication safety for students.

Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization (if appropriately contracted by the school district under Minn. Stat. § 123.35, subd. 17(2) or (3)).

Delegation of Medication administration may only be done by the LSN/RN/PHN. Delegation is a nursing function that is "transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation." (According to the National Council of State Boards of Nursing (1997).

Specific Exceptions: 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine. 2. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy. 3. Drugs or medicines that are prescription asthma or reactive airway disease medications or emergency non-syringe epinephrine auto-injector pens can be self-administered by a student if: a. the Health Office has received a written authorization (completed Medication Authorization for Self-Administration form) from the student's parent and physician permitting the student to self-administer the medication; b. the medication is properly labeled for that student; and c. the parent has not requested school personnel to administer the medication to the student, except in emergency situations when the student is unable to self-administer. d. the student completes and signs the Self-Administration Contract. e. the licensed school nurse has met with the student and assessed their knowledge and skills to safely possess and use an asthma inhaler or Epi-pen in a school setting and completes and signs the Self Administration.

The parent must submit written authorization for the student to self-administer the medication each school year. The parent or guardian is responsible for maintaining the supply of asthma or reactive airway or Epi-pen medications. The school district does not provide any medications. The school district may revoke a student's privilege to possess and self-administer these medications if the school district determines that the student is abusing the privilege.

Nonprescription Medication-secondary student. A secondary student (grades 6-12) may possess and use nonprescription non-steroidal pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

Medications: a) that are used off school grounds; b) that are used in connection with athletics or extracurricular activities; or c) that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the immediate supervisor, then the school nurse and principal. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

C. STUDENT ACTIVITIES

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

1. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.

MSHSL Student Code of Responsibilities

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

1. *I will respect the rights and beliefs of others and will treat others with courtesy and consideration.*
2. *I will be fully responsible for my own actions and the consequences of my actions.*
3. *I will respect the property of others.*
4. *I will respect and obey the rules of my school and the laws of my community, state and country.*
5. *I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.*

A student ejected from a contest shall be ineligible for the next regularly scheduled game or meet at that level of competition and all other games or meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) games or meets.

CODE OF RESPONSIBLITIES AND CONSEQUENCES

In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide member of his or her high school in good standing. A student who is under penalty of exclusion, expulsion or suspension, whose character or conduct violates the Student Code of Responsibilities and is not in good standing, shall be ineligible for a period of time as determined by the principal.

Students agree to uphold the MSHSL code of responsibilities when signing up to participate in activities including sports and fine arts competitions.

Extra-Curricular Activity and Minnesota State High School League Academic Eligibility

Lewiston-Altura High School sets high expectations for student academic achievement. We offer a large array of Minnesota State High School League (MSHSL) activities and non-MSHSL opportunities for students to participate in beginning in grade 7 and going through grade 12 to support continued development of our students. All participants involved in activities are students first and activity participants second. Below is a list of current activity offerings that complement our educational course offerings. Students interested in an opportunity not listed on the charts below need to speak to the Activities Director about the possibility of adding new activities.

Class I MSHSL Activities

Fall	Winter	Spring
Boys Soccer	Boys Hockey	Baseball
Girls Soccer	Girls Hockey	Boys Golf
Boys Cross Country	Boys Basketball	Girls Golf
Girls Cross Country	Girls Basketball	Softball
Football	Dance (Jazz and High Kick)	Boys Track
Girls Volleyball	Wrestling	Girls Track

Class II MSHSL Activities

Fall	Winter	Spring
		Large Group Band
		Large Group Choir
		Small Group Band
		Small Group Choir

Non-MSHSL Activities

Fall	Winter	Spring
Fall Play	Junior High Play	Musical
Math League	Knowledge Bowl	
Year-round Activities: NHS, FFA, Student Council, HOSA, and Trap League		

MSHSL and LAHS Definitions of Eligibility

The Minnesota State High School League requires schools to demonstrate that as activity participants, "Students must be on track to meet the school's graduation requirements in six years (12 consecutive semesters) beginning with the first day of attendance in the 7th grade." (Bylaw 103.00) As a school, we believe it is important for all activity participants to meet academic criteria, not just those involved in MSHSL activities.

Lewiston-Altura High School will define on track to graduate for all MSHSL and Non-MSHSL activities in two ways: initial eligibility and continuing eligibility.

Initial Eligibility for all MSHSL and Non-MSHSL Activities (9th - 12th Only)

For 9th - 12th grade students to meet initial eligibility criteria, students must obtain minimum credit requirements to be on track to graduate. Graduation requirements will be reviewed prior to the start of each school year (all 9th grade students will be eligible for fall participation) and at the end of the first semester. The chart below provides a summary of initial eligibility criteria for activity participation based upon the board approved graduation requirements.

Class of 2026	Start of Year	End of 1st Semester
9th	0	2
10th	6	10
11th	14	17.5
12th	21	24.5

Class of 2027	Start of Year	End of 1st Semester		Class of 2028 and Beyond	Start of Year	End of 1st Semester
9th	0	2		9th	0	1.5
10th	6	9.5		10th	5	8.5
11th	13	16.5		11th	12	15.5
12th	20	23.5		12th	19	22.5

Students that fall below the credit requirements are not eligible to participate in an activity until they obtain the minimum credit requirement. Students who are not meeting eligibility criteria can become eligible through completion of credit recovery contracts by attending after school, during school or summer school credit recovery opportunities. Students that are behind on credits will not be allowed to practice, attend games, or participate in an activity in any capacity until they have reached the required number of credits for their grade and grading period.

*Note- MSHSL requires students to be enrolled no later than the 4th Monday of the start of the activity to be eligible to play in the post-season.
*Note – Students that do not meet minimum credit requirements will not be eligible to hold royalty positions for Homecoming, SnoBall, and/or Prom.

Continuing Eligibility- Class I MSHSL and Non-MSHSL Activities

Grades 7-12: In acknowledging that our participants are students first, it is important for activity participants to take their academics seriously. Students in grades 7-12 that fail one or more classes at the quarter mark will serve a suspension from all activities. One week of suspension will occur for each F on the quarter report card related to a period class or two weeks for a block course. No suspension will exceed two weeks. Students are required to attend all practices and games for activities they are registered for during the suspension or attend credit recovery with their advisor's permission but are not allowed to practice or participate in competitions with the activity during the suspension. Suspensions from all Class I and Non-MSHSL activities will begin the first student contact day for quarter 1 or the Monday after report cards are emailed out and run for 7 consecutive calendar days (Monday through Sunday) per F, not to exceed 14 days of suspension. Students, parents and advisors will be notified of suspensions as soon as possible after report cards have been emailed out.

Quarter 1 grades may impact participation in fall postseason participation and/or initial participation in winter sports.
Quarter 2 grades may impact winter activity participation.
Quarter 3 grades may impact winter activity participation and/or initial spring activity participation.
Quarter 4 grades may impact spring activity postseason participation and/or fall activity participation the next school year.

*Note – Homeschool, parochial, PSEO and online students will need to verify their initial and continual eligibility with the activities director at appropriate intervals. PSEO students will need to provide current course grades for Quarter 1 and 3.
*Note – Students that submit completed credit recovery contracts from summer school will be eligible for activities through submission of contracts that would help them reach the required minimum credits. If the student does not earn a passing score on the contract, then they will become ineligible for participation.

*Note – Student transfer credits will need to be received and approved by the counselor or building administrator prior to determining eligibility.
*Note – Suspensions will only be applied as listed above. Students will not serve suspensions for the previous quarter at a later date than identified above.

CHEMICAL USE and ELIGIBILITY

Lewiston-Altura School District 857 recognizes chemical dependency as a treatable illness. This policy and any subsequent programs are designed to provide early identification, motivation and support. For the purpose of this policy, the district is concerned about harmful chemical involvement, which may affect the student's attendance, scholastic performances or personal health.

Voluntary utilization of appropriate counseling and treatment is encouraged. Implementation of this policy will be in such a manner that no student with chemical dependency problems will have his school status or scholastic opportunities affected by the diagnosis itself or by the student's request for treatment except as outlined by other governing agencies such as the Minnesota State High School League. All records shall be handled in the same confidential manner, as would other medical records.

BEHAVIORAL and CHEMICAL USAGE PENALTIES

Interscholastic Activities (Athletics): Includes all Lewiston-Altura activities that are classified as Category I Activities by the Minnesota State High School League.

Any student athlete of Lewiston-Altura Public Schools found to be in possession of or having consumed alcohol, illegal drugs or tobacco at any time during the year shall lose eligibility according to the following schedule:
1st Offense: 3 contests/events or 3 weeks, whichever is greater.
2nd Offense: 6 contests/events or 6 weeks, whichever is greater.
3rd Offense: After confirmation of the third and subsequent violations, the student shall lose eligibility in that sport for 1 calendar year. The principal may modify the period of ineligibility for students who become a participant in a treatment program.
Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

Non-Athletic and Fine Arts Activities: Includes activities sponsored by the Lewiston-Altura Schools which are not classified as "athletic" or Category I Activities but are governed by the Minnesota High School League.

Any student of Lewiston-Altura Public Schools found to be **in possession or having consumed** alcohol, illegal drugs, or tobacco at any time during the year shall lose eligibility according to the following schedule:
1st Offense: 1 performance/interscholastic activity or 3 weeks (whichever is greater)
2nd Offense: 2 performances/interscholastic activities or 6 weeks (whichever is greater)
3rd Offense: After confirmation of the third or subsequent violations, the student shall lose eligibility for 3 performances/interscholastic activities or 1 year (whichever is greater) the principal may modify the duration of the consequence for students who enter a treatment program.

An event will consist of a public performance or any activity that involves student participation with another school.

Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

Students Engaged in Athletic and Non-Athletic Activities

Students who have fulfilled the athletic penalty will also have fulfilled the non-athletic penalty. Students who fulfill the non-athletic penalty must also fulfill the appropriate loss of events as indicated in the athletic policy.

EXTRACURRICULAR TRANSPORTATION

Students participating in a school-sponsored event must ride to and from that activity in a school owned vehicle. The coach/advisor, activities director, principal, or the superintendent may grant exceptions for students wishing to ride home with a parent. A signed note from the parent is necessary for permission to be granted, and the parent must see the coach/advisor to notify the coach/advisor that the parent is present to take the student.

At least one coach or supervisor is required to travel to and from all athletic contests with the team. Exceptional situations must have the approval from the AD or Principal.

Regarding students driving to practice or transporting other students to practice:

1. Parents and participants are to be notified that the school provides transportation to and from practice and events.

2. Students driving to practice/event must have signed parent permission slips indicating the parents accept liability for any mishaps. The form will indicate the reason behind the need to drive as well permission will not extend beyond that season.

3. Students are only allowed to drive family members, within the scope of their license, to a practice with parent permission approved by the office prior to the travel. The school will request a copy of the student license along with the signed form from a parent indicating which family members the student will be transporting.

4. Students needing to ride home from a practice or event with another family (adult) need to have preapproval from the AD or Principal to do so. Students will not be allowed to ride home at the time of the event if pre-approval was not granted. Only the adult given the preapproval will be allowed to sign the student out from the event.

5. Students leaving an event must be signed out by an adult. Whenever possible, preapproval is preferred, so that coaches know who will be riding to and from events.

6. PSEO students attending off campus classes or with a class schedule conflict will be allowed to drive to practice or an event with parent permission. Preapproval is necessary for these events. Online courses that do not meet at set times will not be acceptable for reasons to drive to practice or events.

Student Guidelines for Extracurricular Transportation

1. Passengers are allowed to eat snacks or light meals, provided they limit distractions to others, agree to clean up any excess mess, and properly dispose of any trash when they exit the vehicle. A single violation can result in revocation of this privilege.
2. Use of mobile phones is allowed for the purpose of contacting family, adults, guardians who need to be informed about bus arrival and location issues before departing for home.

3. The bus driver has the authority to request a passenger discontinue the use of mobile phones and other devices, if and when the driver feels inappropriate use is being made, or it causes potentially hazardous safety issues for the driver. A single violation can result in revocation of this privilege.

FEES FOR ACTIVITIES PARTICIPATION

Individual Activity Fee: $150 (includes sport and an activity in the same season)
Individual Activity Fee that Qualify for Free and Reduced: $50 (includes sport and an activity in the same season)
Activity Fee Including Managers (new): $50 (per season covers manager and any other activity other than a sport)
Activity Fee Including Managers that Qualify for Free and Reduced: $25 (per season covers manager and any other activity than a sport)

Family Annual Maximum: $600

These fees are for all after school activity programs. Fee reduction applications are available to families who qualify for free/reduced lunches. Applications are available at the high school office and online.

PARTICIPATION IN ACTIVITIES WHEN ILL or UNEXCUSED

Students are not allowed to practice or compete/perform in school activities if they are absent from any part of the student day due to illness. Exceptions may be made for unusual situations by the principal. Students are allowed to participate if they are absent for other excusable reasons. Students with unexcused absences are not allowed to participate in practices or events on the day of their absence.

Students should be in school whenever possible in order to participate in activities. Students who are unexcused absent from school for any reason or if parents do not call a student in with an excusable absence will be ineligible to participate in practices, games, and/or events.

Students are eligible for activities if they have an excusable absence from a parent, not including illness, provided by the parent the day of the absence or prior to an absence, such as a college visit or return from a vacation where vacation forms were completed.

WEDNESDAY PROCEDURES FOR ACTIVITIES

1. No student activities are to be held after 6:00 p.m. on Wednesdays. An exception to this is the dress rehearsal for each of the school plays. This is held only on the Wednesday preceding the public performance.
2. This District schedules no other events involving students after 6:00 p.m. on Wednesday unless necessitated by weather. The Minnesota High School League schedules some events on Wednesdays.
3. Students are allowed to miss Wednesday afternoon practices, without jeopardy to their position on the team, to attend religion classes that meet during the practice time.

EVENT FEES FOR SPECTATORS

All LAHS students with a gold card will be eligible to attend home and conference sporting events for free, not including playoffs.

Students - $5 per event or $30 pass per season
Senior - $5 per event or one of the adult pass options
Adults $7
Adult Passes $60 for Fall and $75 for winter
Adult Booster Club Member Passes $50 for fall and $50 for Winter